

**THE MICHIGAN DEPARTMENT OF CIVIL SERVICE IS ACCEPTING APPLICATIONS FOR  
STATE POLICE SERGEANTS EXAMINATION  
FROM STATE EMPLOYEES ONLY  
NO. 2012  
— A Written Test is Required —**

**All persons offered employment in the classified service are required to submit to and pass a preemployment drug test as a condition of employment.**

Applicant pools will be maintained for the following job titles:

<b>Job Titles</b>	<b>Min Hourly Rate in effect on 10/1/2001</b>	<b>Max Hourly Rate in effect on 10/1/2001</b>
<b>State Police Sergeant 12</b>	<b>\$24.29</b>	<b>\$25.50</b>
<b>State Police Detective Sergeant 12</b>	<b>\$24.29</b>	<b>\$25.50</b>

**MINIMUM REQUIREMENTS**

**State Police Sergeant 12  
and  
State Police Detective  
Sergeant 12**

**Education**

Possession of a high school diploma or passage of the General Education Development test (G.E.D.), and successful completion of Michigan State Police Training Academy Recruit School.

**Experience**

Four years of experience as a Michigan State Police Trooper E11.

**WRITTEN EXAMINATION**

The written examination is three hours and 15 minutes and will test knowledge in the following competency areas:

Adaptability	Managing Conflict
Decision Making	Technical Knowledge
Building Trust	Planning and Organizing
Coaching	Applied Learning
Work Standards	Initiative

The examination contains four, forty-item sections:

1. Michigan Department of State Police Special Orders
2. Criminal Law and Procedures
3. Forensic Science and Investigative Techniques
4. Supervisory and Managerial Practices, Techniques, and Concepts

The State of Michigan is an Equal Opportunity Employer

## MICHIGAN STATE POLICE SUGGESTED STUDY RESOURCE MATERIAL

Bell, Chip R. (1998), *MANAGERS AS MENTORS*  
1st ed., San Francisco, California: Berrett-Koehler Publishers, Inc.

Robbins, Stephen P. (1997), *MANAGING TODAY*  
1st ed., Upper Saddle River, N.J.: Prentice-Hall  
(Special emphasis on Chapters 2, 3, 6, and 7)

Covey, Stephen R. (1990), *THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE*  
1st ed., New York, New York: Fireside

Bolton, Robert, Ph.D. (1986), *PEOPLE SKILLS*  
1st ed., New York, New York: Simon & Schuster, Inc.

Steffel, Jeffrey J. (1995) *MICHIGAN CRIMINAL LAW AND POLICE PROCEDURE*  
4th ed., 5th printing

**NOTE:** The above texts are available through Barnes & Noble and Gibson book stores. Additionally, a limited number of copies are available through the State Police Training Academy Library.

Michigan State Police Troopers Association Collective Bargaining Agreement

### EXAMINATION SCHEDULING

Two to three weeks before the examination date, applicants will receive a letter of "Examination Admission Notice" with the date, time, and location for examination. Applicants must be at the examination center at least 15 minutes before the examination time. Applicants unable to take the test on the scheduled date and time may write to the address listed in the "Examination Admission Notice" to reschedule the examination for a later date. Examinees may retake the written test only once every twelve months. The examination may be offered on a weekday or Saturday. Current state employees should contact their department personnel office for their department's policy on administrative leave to take Civil Service examinations.

### HOW TO APPLY

You may apply by completing the **STATE POLICE SERGEANTS (CS-102\_2012)** application attached to this announcement. You may also apply by completing the **STATE POLICE SERGEANTS** application on our web site at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs). Applications may be faxed, mailed, or e-mailed to one of the following offices:

Department of Civil Service  
Capitol Commons Center  
400 South Pine Street  
PO Box 30002  
Lansing, Michigan 48909  
FAX (517) 335-0031  
e-mail: [MDCS-BHRS@michigan.gov](mailto:MDCS-BHRS@michigan.gov)

Department of Civil Service  
Detroit Regional Office  
Cadillac Place, Suite 4-400, 4<sup>th</sup> Floor  
3042 West Grand Boulevard  
Detroit, Michigan 48202  
FAX (313) 456-4411

Please direct questions to any of the following Civil Service telephone numbers:

Lansing  
(517) 373-3048  
TTY (517) 335-0191

Detroit  
(313) 456-4400  
TTY (313) 456-4409

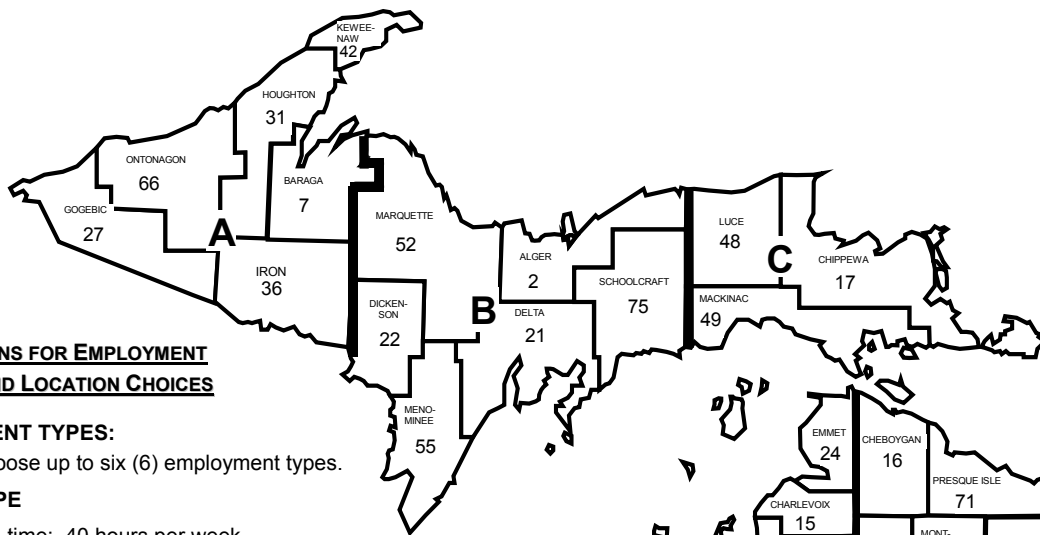
Outside Lansing or Detroit  
Toll-free 1-800-788-1766

State of Michigan  
DEPARTMENT OF CIVIL SERVICE  
400 South Pine Street, P.O. Box 30002  
Lansing, MI 48909

## STATE POLICE SERGEANTS EXAMINATION APPLICATION

All persons offered employment in the classified service are required to submit to and pass a preemployment drug test as a condition of employment. An applicant who refuses to submit to or fails a preemployment drug test, interferes with a test procedure, or tampers with a test sample will be removed from all applicant pools and will be disqualified from state employment for a period of three years. The state of Michigan is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, religion, national origin, ancestry, disability, partisan consideration, age, or sex.

BIOGRAPHICAL DATA			EMPLOYMENT TYPES AND LOCATIONS																															
APPLICANT OR EMPLOYEE ID NUMBER (Leave blank if you do not know your ID number)		AREA CODE/PHONE NO. (Between 8 a.m. and 5 p.m.)		YOU MUST COMPLETE THIS INFORMATION TO BE CONSIDERED FOR ANY JOB. Before completing this section, read the EMPLOYMENT TYPES and LOCATION instructions on the next page. <b>EMPLOYMENT TYPES</b> <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <b>EMPLOYMENT LOCATIONS</b> <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																														
APPLICANT'S NAME (LAST, FIRST, M.I.)																																		
STREET ADDRESS																																		
CITY		STATE	ZIP CODE																															
E-MAIL ADDRESS (if available)																																		
<b>CERTIFICATION: Complete the application and read carefully before submitting.</b> <i>By submitting this application and any attachments, the applicant named above certifies to the Department of Civil Service that all information provided is true and accurate and contains no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify applicants from consideration for employment with the state of Michigan; or if hired, may be grounds for termination at a later date. Previous employers may be contacted for verification.</i>																																		
<b>TEST LOCATIONS — Select one site where you would like to take the written examination, if necessary:</b> <input type="checkbox"/> 10. Detroit <input type="checkbox"/> 30. Lansing <input type="checkbox"/> 70. Ironwood <input type="checkbox"/> 80. Marquette <input type="checkbox"/> 90. Sault St. Marie																																		
<b>RACE/ETHNIC/GENDER INFORMATION</b> Optional—for reporting purposes only						<b>ACCOMMODATIONS</b> <b>INFORMATION PROVIDED ON AN INDIVIDUAL'S DISABILITY IS CONFIDENTIAL, NOT SUBJECT TO THE FREEDOM OF INFORMATION ACT, AND CANNOT BE SHARED WITHOUT THE PERMISSION OF THE APPLICANT.</b> Individuals who meet the federal eligibility requirements may be designated as a handicapper or as an individual with a disability and provided accommodations in completing the application, taking the examination, or participating in the referral process; and in certain instances, in a trial appointment program. <input type="checkbox"/> Check this box, if you believe you are eligible and want to participate voluntarily.																												
<table><thead><tr><th></th><th>M</th><th>F</th></tr></thead><tbody><tr><td>WHITE</td><td>1 <input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>BLACK (AFRICAN AMERICAN)</td><td>2 <input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>AMERICAN INDIAN/ALASKAN NATIVE</td><td>3 <input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>HISPANIC</td><td>4 <input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>ASIAN/PACIFIC ISLANDER</td><td>5 <input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>MULTIRACIAL</td><td>6 <input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>							M	F	WHITE	1 <input type="checkbox"/>	<input type="checkbox"/>	BLACK (AFRICAN AMERICAN)	2 <input type="checkbox"/>	<input type="checkbox"/>	AMERICAN INDIAN/ALASKAN NATIVE	3 <input type="checkbox"/>	<input type="checkbox"/>	HISPANIC	4 <input type="checkbox"/>	<input type="checkbox"/>	ASIAN/PACIFIC ISLANDER	5 <input type="checkbox"/>	<input type="checkbox"/>	MULTIRACIAL	6 <input type="checkbox"/>	<input type="checkbox"/>	<b>QUALIFICATIONS</b> <input type="checkbox"/> I possess the required experience for one or more of the classifications covered by this exam. You do not need to attach anything. We will review your state employment history to verify your qualifications.							
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**INSTRUCTIONS FOR EMPLOYMENT  
TYPES AND LOCATION CHOICES**

**EMPLOYMENT TYPES:**

You may choose up to six (6) employment types.

**CODE TYPE**

- AA Full-time: 40 hours per week.
- AB Part-time: Less than 40 hours per week.
- AC Intermittent: Hours vary in each department based on workload.
- AD Limited-term appointment.
- AQ Noncareer appointment: Job lasts less than 90 full-time days in a year with no employee benefits.
- AE Seasonal: Work is limited to part of the year.

**EMPLOYMENT LOCATIONS:** (where you are willing to work)

You may choose up to eighteen (18) employment locations.

Use the map on the right and decide the counties (numbers) or regions (bold letters) in which you will accept an offer of employment. If you pick a region (letter), you will be considered for all counties or locations in that region.

You may choose a combination of counties and regions.

**EXAMPLE**

In this example, the applicant has selected employment type Codes AA, AB, and AE; Regions S and T; and Counties 80, 39, 13, 38, 81, and 37. This applicant would be referred for any full-time, part-time, or seasonal jobs in the counties and regions selected.

EMPLOYMENT TYPES					
AA	AB	AE			

EMPLOYMENT LOCATIONS							
S	T	80	39	13	38	81	37

**INSTRUCTIONS:**

1. Complete page 3.
2. Make a copy for your records.
3. **SEND OR TAKE** your completed application to either of the following Department of Civil Service offices:

**Lansing Office**

Capitol Commons Center  
400 South Pine Street  
PO Box 30002  
Lansing, MI 48909  
(517) 373-3030  
(517) 335-0191 (TDD Only)\*

**Detroit Regional Office**

Cadillac Place  
4<sup>th</sup> Floor - Suite 4-400  
3042 West Grand Boulevard  
Detroit, MI 48202  
(313) 456-4400  
(313) 456-4409 (TDD Only)\*

Outside Lansing or Detroit, call 1-800-788-1766.

If you have questions about completing this application or would like to obtain Examination Announcements, please contact either of the Department of Civil Service offices listed above.

\*Telephone Device for the Deaf

**Note:** For additional information on state government jobs, visit our Web site at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs).

**R = WAYNE COUNTY (DETROIT AREA)**

IF YOU ARE NOT AVAILABLE FOR ALL OF WAYNE COUNTY, YOU MAY SELECT CERTAIN AREAS OF THE COUNTY BY USING THE NUMBERS FROM THE MAP BELOW.

